



**605.09 Pharmacy**

Number Series: 600 - Corrections Division  
Approved Date: October 29, 2018  
Review Due Date: October 29, 2019

Sheriff's Approval: Digital  
Review Frequency: Annually

---

**605.09-1 Policy**

It is the policy of the Hendry County Sheriff's Office and Health Care Authority to ensure the pharmaceutical services are in accordance with all state and federal laws regarding prescribing, dispensing, administering, and procuring pharmaceuticals. Hendry County has a contracted pharmacy off site, and a consulting pharmacist that visits the HCSO Medical Section.

**605.09-2 General Procedures**

- I. Hendry County BOCC maintains a written agreement with a consulting pharmacist.
  - A. Prescription drugs will not be ordered or stocked in quantity.
- II. Procedures for safe handling and storage of medical drugs are as follows:
  - A. The Medical Section maintains a locked, secure storage area where all medications, individual prescriptions, and over the counter medications. Inventories of controlled substances, needles and syringes are maintained.
- III. Access to the storage area is limited and controlled.
- IV. A Medical Administration Record (MAR) is completed to document medication administration.
- V. Storage of medications which require refrigeration will comply with the following
  - A. When stored in a general use refrigerator, medications are kept in separate, covered, waterproof, labeled containers.
  - B. Refrigerators in which medications are stored with a thermometer, and the temperature of the refrigerator is maintained between 39 degrees Fahrenheit and 46 degrees Fahrenheit.
  - C. Medication refrigerators are cleaned and inspected monthly by the Medical Section.
  - D. Daily temperatures will be documented on the Temperature Log for Vaccines, monthly cleanings and inspections are documented on the Medical Refrigerator Cleaning and Inspection Log.
  - E. A Refrigerator Log is used to record the interior refrigerator daily.
- VI. Unused medications will be recorded when removed from circulation, and stored in a separate container labeled with identifying information which will include prescription number, issuing pharmacy's name and quantity of unused medicine.
- VII. Procedures for the safe handling and storage of syringes, needles, and other sharp instruments as defined by the Health Care Authority. These items are controlled through perpetual inventories.

- A. An accurate inventory of all syringes in the Medical section will be maintained.
  - B. Inmates will be supervised each time they are giving their own insulin injection; the accompanying staff member will document and sign the use of the syringe on the Insulin Syringes Inventory Form.
  - C. The staff member will document each syringe used during the course of medical treatment on the appropriate inventory form.
  - D. A minimum of one (1) weekly inventory will be conducted by the Health Care Authority and documented on the appropriate inventory form.
- VIII. A MAR will list all medications prescribed to each inmate and will become part of the inmate's medical fill and will include the following information, at a minimum:
- A. Inmates name.
  - B. Name and strength of the medication.
  - C. Directions for use.
  - D. Initials of issuing person.
  - E. Amount of medication used.
  - F. Special instructions or limitations of use.
  - G. If an inmate refuses medication during incarceration, or at the time of transfer or release, the refusal is documented in the location on the MAR's Log approved by the Health Care Authority.
  - H. Allergies.
- IX. Individual prescriptions shall be labeled with:
- A. Name and address of pharmacy.
  - B. Date of dispensing.
  - C. Name of prescribing practitioner.
  - D. Name of patient.
  - E. Directions for use.
  - F. Necessary warning statements, when applicable.
  - G. Name and strength of medication.
  - H. Dosage.
  - I. Prescription number and expiration date.
- X. Procedures for the disposing of syringes, needles and other sharp instruments are as follows:
- A. Used syringes (sharps) will be disposed of in a sharps container as soon as possible after use.
  - B. All sharps containers within the facility will be placed in locations to preclude accessibility by inmates.
  - C. Final disposal of the sharps containers will be the responsibility of the Medical Section in compliance with federal, state and local directives.
- XI. Procedures for the disposal and destruction of unused non-controlled medications by appropriate means in accordance with the Florida Model Jail Standards are as follows:
- A. A Health Care Member and a Detention Member shall sign and date the unused drug list thereby witnessing its removal from circulation.
  - B. Non-controlled medications will be returned to the contracting pharmacy for destruction in accordance with the Florida Board of Pharmacy Rules.

## REFERENCES

### State/Federal Regulations:

- Florida Model Jail Standards
- Florida Board of Pharmacy Rules

### FCAC:

- N/A

### PREA:

- N/A

### Forms:

- Medical Administration Record
- Medical Refrigerator Cleaning and Inspection Log
- Refrigerator Log
- Insulin Syringe Inventory Form

### Other Policy/ Procedure References:

- 600.00 Table of Content